

**United States Department of Agriculture
Animal and Plant Health Inspection Service
Washington, D.C.**

SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT

Vacancy Announcement Number: APHIS-SES-04-03

Position (Title/Series): Associate Deputy Administrator, National Animal Health Policy and Programs, ES-0401

Organization, Location/Duty Station:
Animal and Plant Health Inspection Service
Veterinary Services
Riverdale, MD

Opening Date: May 24, 2004

Closing Date: July 13, 2004

Area of Consideration:
"All Qualified Persons"

For more information contact:
Tracey H. Brown/Lillie F. Westbrooks
USDA, Marketing & Regulatory Programs
Human Resources Enhancement Branch/Room 1726-S
Telephone: 202-720-3010/202-690-3014

SENIOR EXECUTIVE SERVICE

This position is in the Senior Executive Service (SES), Career Reserved. Only one position will be filled under this announcement. Positions in the SES are not graded. The salary range is \$104,927 - \$145,600. SES employees are also eligible for bonuses and awards based on performance. Veteran's preference is not applicable to the SES. Selectee is subject to a one-year probationary period, unless currently serving under an SES appointment. Visit www.opm.gov/ses for additional information and benefits for SES employees.

WHY WORK FOR APHIS: The Animal and Plant Health Inspection Service (APHIS) is a dynamic, innovative agency of the U.S. Department of Agriculture. APHIS is responsible for protecting and promoting U.S. agricultural health, administering the Animal Welfare Act and carrying out wildlife damage management activities. You can help prevent or eliminate plant

and animal pests and diseases that threaten the production of food and fiber or endanger human health throughout the world. To learn more about our agency, our exciting mission, vision, and guiding principles, please visit www.aphis.usda.gov.

Major Duties include: As Associate Deputy Administrator, National Animal Health Policy Programs, Veterinary Services, the incumbent has full delegation of authority for directing, planning, and coordinating staff support for Veterinary Services (VS) to lead the national effort to protect, sustain, and improve the productivity and health of U.S. animal agricultural resources. The incumbent participates with the Deputy Administrator, Regional Directors, staff officials, and others in establishing and executing broad policies, plans, and objectives of VS, as related to domestic animal health programs. The incumbent provides scientific and managerial leadership in planning, organizing, and evaluating progress to protect, sustain, and improve the productivity and health of U.S. animal agricultural resources which contribute to the economy and public health of the Nation. The incumbent directs operational support provided to the Agency's import and export animal and animal products programs. The incumbent evaluates, coordinates, and consolidates program requests in terms of budgetary planning and systems, and develops recommendations to support such requests before the Department, Office of Management and Budget, and Congressional committees. The incumbent participates with States, foreign governments, industry, and other organizations, in formulating, developing operational plans, evaluating, and executing animal health programs and the regulations necessary to carry out these programs. The incumbent is responsible for the development of animal disease intervention strategies and or directing programs to protect the United States from animal disease and pest incursions that are of economic significance to the national economy.

A. EXECUTIVE CORE QUALIFICATIONS – Please address these Executive Core Qualifications (ECQs). Detailed information on the ECQs and Key Characteristics may be found at: www.opm.gov/ses/handbook.html.

ECQ 1 LEADING CHANGE – encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

ECQ 2 LEADING PEOPLE – Involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Please be sure to describe your accomplishments in Equal Employment Opportunity (EEO) and/or CIVIL RIGHTS. This includes opportunities provided to minorities and women to receive grants and/or contracts, employment and advancement, training, award recognition, and program benefits.

ECQ 3 RESULTS DRIVEN – Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies.

ECQ 4 BUSINESS ACUMEN – Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making.

ECQ 5 BUILDING COALITIONS/COMMUNICATION – Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. MANDATORY TECHNICAL QUALIFICATIONS (all applicants must address):

1. Experience that demonstrates a broad knowledge of national and international animal health activities. Examples might include: knowledge of rulemaking procedures and requirements for government programs on animal health; knowledge of international organizations and standards germane to Animal Health Programs; skills in applying regulatory principles to preventing and controlling animal disease outbreaks; or ability to incorporate principles of risk assessment into planning and evaluating programs.
2. Demonstrated knowledge in veterinary medical sciences. Example might include: a degree in veterinary medicine, veterinary sciences, or medical sciences; or knowledge of the application of allied sciences (virology, bacteriology, immunology, pathology, and entomology).
3. Knowledge of technologic changes developed and approved by Animal Health Programs to detect, control, and eradicate animal disease which can affect domestic animals. Examples might include: knowledge of strategies and procedures used for the detection of endemic, foreign, or emerging animal diseases; ability to recognize technologic and scientific gaps in Animal Health Programs; or skill in motivating employees and programs managers to adopt improved methods of doing business.

Basic Education Requirements

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position OR combination of education and experience-Courses equivalent to a major, as listed above, plus appropriate experience or additional education.

HOW TO APPLY -- All applicants are required to submit the following information. The initial competition and identification of candidates to be interviewed will be made solely on the basis of this material. Candidates who do not submit complete packages as indicated below will not be considered.

1. Submit an application (OF-612, Optional Application for Federal Employment, resume, or any other written format you choose to describe your job-related qualifications). Your resume should contain the information outlined in the booklet, "Applying for a Federal Job (OF-510)." See OF-510

at: www.opm.gov/forms/pdfimage/of0510.pdf. See OF-612 at: www.opm.gov/forms/pdfimage/of0612.pdf.

2. Submit a Supplemental Applicant Statement which addresses **EACH** of the ECQs and mandatory technical qualifications individually. Please include your name and the vacancy announcement number on each page of the supplemental applicant statement. The purpose of this statement is to provide you, as an applicant, the opportunity to elaborate on your experience, training, and specifically, significant achievements which relates to the ECQs and technical qualifications being used to identify the best qualified candidates for this vacancy. DO NOT simply repeat entries from other parts of your application package. Please provide complete responses to executive core and technical qualifications. Visit www.opm.gov/ses/writingstate.html for additional guidance on writing your Supplemental Applicant Statement. When addressing the five ECQs the total length of your statement must not exceed 10 pages.
3. If you are a Senior Executive Service Candidate Development Program graduate, submit proof of the Office of Personnel Management's certification and a narrative statement addressing only the mandatory technical qualifications.
4. If you are a current or former SES member, submit documentation of SES status and a narrative statement addressing only the mandatory technical qualifications.
5. **Submit a copy of your most recent performance appraisal or a statement from you, self-certifying that your most recent appraisal or current performance is at least Fully Successful.**

MAIL OR FAX APPLICATION PACKAGE TO:

USDA, Animal & Plant Health Inspection Service
Marketing & Regulatory Programs- Business Services
Human Resources Enhancement Branch
Attention: Tracey H. Brown
1400 Independence Avenue, SW, Room 1726-S
Washington, DC 20250

Please be sure to include the announcement number on your application. Application, performance appraisal and supplemental information must have arrived at the "Contact" address above by the closing date of July 13, 2004.

DUE TO MAIL COMPLICATIONS, WE STRONGLY ENCOURAGE APPLICANTS TO FAX APPLICATIONS TO (202) 720-5703, OR DELIVER THEIR APPLICATIONS TO THE ABOVE ADDRESS. TO CHECK ON THE STATUS OF YOUR APPLICATION, CALL (202) 720-3010 OR (202) 690-3014.

ADDITIONAL INFORMATION:

1. This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L. 95-521). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (Standard Form 278), within 30 days of appointment.
2. Applications sent in U.S. Government postage-paid envelope and submitted through Federal Agency courier services will not be considered.
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System before they can be employed by an executive agency of the Federal government.
4. The 1993 Hatch Act Reform Amendments prohibit oral and written political recommendations for Federal jobs.
5. All application forms are subject to the provisions of the Privacy Act and become the property of USDA.
6. SECURITY CLEARANCE: Continued service in this position is subject to a satisfactory background investigation.
7. DRUG TESTING: Incumbent of this position may be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed.
8. LETTERS OF REFERENCE: Selectee may be required to submit 2 letters of recommendation.

ELIGIBILITY REQUIREMENT

Consideration for competitive selection for this position is open to all persons within the area of consideration who meet the basic qualifications. Race, color, age, national origin, gender, sexual orientation, political beliefs, religion, marital or family status, disability, and other nonmerit factors will not be considered.

EVALUATION METHOD

Applicants who meet the mandatory requirements in items A (Executive Core Qualifications), and B (Mandatory Technical Qualifications) above will be considered qualified for this position. Rating and ranking to determine the "**best qualified**" will be conducted by a panel of experts and will be based upon consideration of the degree to which applicants meet the mandatory knowledge, skills, and abilities described in items

A and B. Interviews and qualifications inquiries may be required. The executive core qualifications of the selectee are subject to prior approval by the Office of Personnel Management.

The U.S. Department of Agriculture (USDA) is an Equal Opportunity Employer. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency at (202) 720-3010 or (202) 690-3014. The decision on granting reasonable accommodation will be on a case-by-case basis.